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CHAPTER 3AIR MOVEMENT

1. General. All air transportation, domestic and international/transoceanic, will be arranged by a NAVPTO/PCP/CTO. Only NAVPTOs and PCPs are authorized to deal with AMC and MTMC in arranging travel by air. See chapter 103 of reference (a) regarding additional information on official travelers.

2. Domestic Commercial Air Movement

a. Government contract air fares shall be used unless a valid exception exists. See paragraph 2 of chapter 2.

b. Commercial air will not be booked as a back-up for government air. See paragraph 4c(1) of chapter 2.

3. Transoceanic/International Transportation

a. Use of Government Air. Government air is the primary method of movement of Navy PCS travelers and shall be used for TDY travel when it is available and meets mission requirements. See chapter 2, paragraph 4. When arranging transoceanic/international travel government air will be given first consideration. When government transportation either is not available or will not meet mission requirements, the lowest cost commercial service which satisfies mission requirements, as arranged by the NAVPTO, will be used. See chapter 103, paragraph A of reference (a).

b. Use of Commercial Air

(1) Order-writing authorities shall not direct the use of commercial air in travel orders involving transoceanic or international travel. NAVPTOs and PCPs are authorized to arrange transportation via a commercial carrier if necessary to meet mission requirements.

(2) Endorsement of orders. When commercial air is used by the NAVPTO/PCP in connection with international/transoceanic travel, the orders will be endorsed to reflect "NO GOVERNMENT AIR

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AVAILABLE." The appropriate reason government air was considered not available will be inserted as appropriate. See codes listed in appendix J of reference (a).

c. Issuance of Port Calls. Port calls will be issued only by NAVPTOs or designated PCPs as listed in appendices A and C of chapter 1. These direct port call activities have been authorized to arrange international or transoceanic transportation for Navy-sponsored travelers and determine the availability of government air transportation. Samples of port calls by message and as part of the automated itinerary/order endorsement are attached as appendix B of this chapter.

d. Use of transportation in connection with travel security. When travel is to or through a DoD designated high physical threat or potential physical threat country, Navy personnel and their dependents shall travel by government air or AMC Category B airlift to maximum extent possible. When government air or AMC airlift Category B is not available, NAVPTO's are authorized to arrange transportation via commercial air (U.S. and foreign flag carriers) to avoid high physical threat or potential physical threat countries and high risk airports. The list of high physical/potential physical threat countries and high risk airports approved by the Principal Deputy Assistant Secretary of Defense (International Security Affairs) is contained in reference (h). When travel via a foreign flag carrier is necessary for security reasons the travel orders must be fully endorsed. See subparagraph 3(3)(a). The requirements of paragraph U3125-C of reference (c) and paragraph C2204-2 of reference (d) to use U.S. air carriers were available must be adhered to strictly. Travelers authorized to use foreign flag air carriers to avoid specific airports/routings must disembark at the nearest interchange from the port of origin and continue their journey on an available U.S. air carrier. See chapter 2, paragraph 20c of this manual regarding passport and visa requirements to enhance travel security.

e. Use of U.S. Flag Carriers

(1) Availability of U. S. Flag Carriers. When transportation must be arranged via a commercial air carrier, U.S. flag carriers (carriers holding certificates under Section 401 of the Federal Aviation Act of 1958) will be used for all Navy-sponsored

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passenger transportation if available. Availability will be determined by the servicing NAVPTO or PCP in strict compliance with the criteria set forth in paragraph U3125-C of reference (c), or paragraph C2204 of reference (d), as appropriate.

(2) Use of a U.S. flag carrier engaged in a Code-Share arrangement with a Foreign Flag Carrier is addressed in reference (a), chapter 103, paragraph E3.

(3) Endorsement when a U.S. flag carrier is unavailable. When a foreign flag carrier is authorized for use by a NAVPTO/PCP, an endorsement will be made on the travel order/port call stating the specific reason as cited in paragraph U3125-C of reference (c), or paragraph C2204 of reference (d), respectively, that a U.S. flag carrier was considered "unavailable."

(a) Use of a foreign flag carrier in connection with travel security. See paragraph 3d. NAVPTO's are authorized to arrange transportation via foreign flag air carriers to avoid high physical threat or potential physical threat countries and high-risk airports. When a foreign flag carrier is provided for security reasons, orders will be endorsed as follows:

"GOVERNMENT AIR/AMC AIRLIFT NOT AVAILABLE. FOREIGN FLAG PROVIDED TO AVOID (HIGH PHYSICAL THREAT) (POTENTIAL PHYSICAL THREAT) AREA (SPECIFY) OR HIGH HIGH RISK AIRPORT (SPECIFY). OPNAVINST 4650.15 AND GAO DECISION 56, COMPT GEN 519, 511(1978) APPLY."

(4) Foreign Military Sales (FMS) travel. The requirement to use U.S. flag carriers applies to foreign air transportation paid for directly and in full by a foreign government, international agency, or other organization. However, if the host government directs a specific routing on host government air service, or a higher class of service, it may be purchased. Travel orders must be clearly annotated "FMS funded travel - foreign flag (or Businessman's Class) directed by the host government" prior to a NAVPTO providing the transportation services.

f. Uniform While Traveling

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(1) Navy military personnel traveling on DoD-owned or AMC-contracted aircraft are authorized to wear appropriate civilian clothing.

(2) When traveling in civilian clothing, Navy personnel must ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. Conservative styles and fashions are preferred. Tank-tops or T-shirts, shorts, sandals and revealing, soiled or torn clothing are examples of inappropriate civilian attire. See the United States Navy Uniform Regulation (NAVPERS 15665i).

g. Onward Travel Advice (OTA). Overseas NAVPTOs are required to provide current information to CNO (N413B) regarding onward travel between appropriate international airport(s) and AMC terminal(s) and destination duty stations within their area of responsibility, then for distribution to all NAVPTOs/PCPs. This information will be included in port calls as appropriate to assist the traveler in reaching the final destination. Examples of onward travel advice are contained in the sample port calls attached in appendix B.

h. Alternate aerial port of embarkation (APOE)/aerial port of debarkation (APOD) option. This option applies only to the use of government air when an alternate APOE/APOD is provided to the traveler for personal convenience, the orders shall be appropriately endorsed as follows:

(1) Port call to alternate APOE (enter location) is for personal convenience. Reimbursement is limited to that authorized from the old permanent duty station (PERMDUSTA) (enter location) to the appropriate APOE (enter location).

(2) Port call to alternate APOD (enter location) is for personal convenience. Reimbursement is limited to that from the authorized APOD (enter location) to the new PERMDUSTA (enter location).

i. Travel from/to other than authorized location. This applies when using scheduled commercial air. If a traveler desires to travel from or to other than the commercial airport(s) serving the duty station(s), an airline ticket will be issued for

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the correct entitlement, i.e., between airports serving the duty stations, and the airline ticket may be exchanged at the CTO for an airline ticket over the desired route. Excess costs must be paid at personal expense. Any credits are refunded to the government. The airlines will not permit use of government contract fares between other than the duty stations.

4. Arranging transportation between CONUS and overseas areas and within and between overseas areas

a. PRRs will be submitted to the servicing NAVPTO/PCP. A PRR format is provided in appendix A of this chapter.

b. Briefing the traveler. It is the responsibility of the PERSUPDET, NAVPTO, or member's current/detaching command, as appropriate, to properly brief the traveler on the transportation provided and the traveler's responsibilities in the performance of the travel. Prior to detachment, each member shall be instructed that a port call issued by a NAVPTO constitutes a modification of orders.

c. Compliance with port call directions. A port call constitutes a valid modification of orders. As such, personnel shall report on the date and not later than the time specified in the port call. If the port call directs reporting PRIOR to expiration of authorized delay en route, the port call shall terminate the leave. If the port call directs reporting AFTER the expiration of authorized delay en route, the port call will result in additional delay en route. If the member has no objection to being charged additional leave, the member may remain on leave until time to report, as directed in the port call. If the member objects to being charged additional leave, he or she must report to the Navy activity nearest the APOE and the period between reporting and flight departure shall be charged as temporary duty awaiting transportation. Failure to report as directed by the port call or arriving late will be considered the same as "missing movement" and regarded as unauthorized absence; action will be taken accordingly. Appendix B of this chapter contains sample port calls.

d. Certification of suitability for overseas duty. Members and their dependents processing to an overseas location must be

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determined suitable for overseas duty per the Enlisted Transfer Manual (NAVPERS 15909F), and the Officer Transfer Manual (NAVPERS 15559). Overseas transportation arrangements will not be made without an order endorsement or letter from the member's current commanding officer certifying suitability for duty overseas. When dependent entry approval is required, the suitability certification will be reflected in item P of the entry approval request.

e. Passports and Visas. A no-fee passport and/or visas, if required, must be applied for promptly for members and their dependents, as appropriate, when processing to an overseas location. Refer to chapter 2.

f. Use of Navy/AMC Travelope. The Navy/AMC Travelope which corresponds to a commercial airline ticket envelope, consolidates all required transportation documents and provides port call information and other general instructions designed to assist the Navy traveler. In order to enhance travel security, the Navy/AMC Travelope will be used only in connection with passengers traveling overseas on government air (AMC Category B or M).

g. Notification to gaining commands in overseas locations of travel arrangements

(1) Notification requirement. NAVPTOs arranging international or transoceanic transportation in connection with PCS travel to an overseas station or a ship, afloat staff or mobile unit, shall ensure that the gaining command is advised of the travel arrangements by sending a travel advice message. This requirement is optional for other types of travel.

(2) Travel advice messages. Sample travel advice messages are provided in appendix C. When port calls are sent by message the gaining command may be included as an information addressee, thus precluding the need for a separate travel advice message. The travel advice message will be short and concise, and will contain no abbreviations that could be misinterpreted; for example, airport codes will not be used.

h. Gaining command review of travel advice messages. Gaining commands are required to examine travel advice messages received and advise all concerned of any circumstances that

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require a modification to the port call. In cases where an individual port call is incorrect, as reflected in the travel advice message, deployed units should request a modification from the issuing NAVPTO and also provide NAVPTO NORFOLK VA or NAVPTO SAN DIEGO CA with revised routing instructions, if appropriate.

i. Routing instructions for personnel ordered to deployed surface ships, afloat staffs, and mobile units.

(1) Ship Locator Service. To preclude each NAVPTO from having to maintain a ship locator system and to reduce the potential for incorrect routings, NAVPTO NORFOLK VA and NAVPTO SAN DIEGO CA have been assigned the responsibility to maintain a ship locator service for Atlantic Fleet (LANTFLT) and Pacific Fleet (PACFLT) units, respectively.

(2) Transfer to ships, afloat staffs, or mobile units. Except as authorized in paragraph U5120 of reference (c), personnel will not be moved routinely to the home port of a ship or the permanent duty station of a mobile unit. It must be definitely determined that the ship or unit will be in the home port on the member's reporting date.

j. Instructions for permanent change of station (PCS) - members

(1) Official delays enroute. When personnel have extended periods of temporary duty or other official delays en route, the PRR will be submitted when the member's availability date at the APOE can be definitely determined and the destination location firmly established.

(a) Availability date and destination established. At the time of transfer from the old PERMDUSTA, if the member's availability date can be firmly established, the port call will be arranged and all transportation documentation either completed or initiated by the NAVPTO/PERSUPPDET supporting the detaching activity. If the member has an extended period of temporary duty or delay en route and is proceeding to a ship, afloat staff, or mobile unit, the NAVPTO/PERSUPPDET supporting the temporary duty activity will confirm the destination APOD prior to the member's departure.

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(b) Availability date or destination not determined/no AMC airlift. At the time of transfer from the old PERMDUSTA, if the member's availability date or destination cannot be determined, or AMC has not procured airlift for the travel period (usually a time in excess of 90 days prior to the month in which travel will commence), the NAVPTO/PERSUPPDET supporting the temporary duty activity will be requested to arrange the overseas transportation. This will be a written request in the form of an endorsement or attachment to the member's orders fully explaining the reason for the request. All possible transportation and passport documents will be completed prior to detachment from the old PERMDUSTA, for example, PRRs, requests for birth evidence, and passport applications, if required.

(c) Action at temporary duty locations. The receiving TEMDU PERSUPPDET must ascertain whether or not the member has been issued a port call by the NAVPTO at the last permanent duty station or TEMDU station upon reporting. The following then applies:

1. If a member has been issued a port call and it becomes necessary to either change or cancel the port call, the NAVPTO which issued the port call must be advised in advance that it has become necessary to either change or cancel the port call.

2. If the member has not been issued a port call, the receiving TEMDU PERSUPPDET should submit a PRR to its servicing NAVPTO, listing the transportation and passport documents in the individual record which were obtained at the old PERMDUSTA.

k. Instructions for PCS - member accompanied by dependent or dependents traveling alone.

(1) Determination of entitlement to dependent transportation. The member must be entitled to transportation of dependents to the overseas area at government expense and be eligible in all respects per reference (c). Dependent travel to a duty station outside the CONUS is not authorized in the case of a member whose expiration of active obligated service (EAOS) date

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is less than the prescribed overseas tour with dependents. Obtainment of required obligated service through actual reenlistment and/or signed extension of enlistment is required. A service record page 13 entry is not acceptable evidence of reenlistment or reenlistment intentions for transportation purposes. If additional obligated service is required, it must be obtained prior to requesting overseas transportation for dependents from a NAVPTO.

(2) Dependent entry approval. When required, dependent entry approval must be requested from the appropriate overseas commander. In those areas not requiring dependent entry approval, such approval allows dependents to travel to the overseas duty station at government expense and constitutes command sponsorship.

(3) Denied entry approval in connection with an accompanied tour of duty. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, upon the member's request transportation for dependents may be arranged to a designated place in CONUS without jeopardizing further entitlement to transportation to the member's overseas duty station. See paragraph U5222-D of reference (c).

(4) Application for transportation of dependents. The member must complete a DD 884, Application for Transportation of Dependents.

(5) Confirmation of dependents' travel arrangements. PERSSUPDETs/Units that are geographically separated from the NAVPTO should submit the PRR as soon as travel requirements are known so that reservations may be made. Supporting documentation may follow by mail or facsimile. Port calls will not be issued until required documentation is received. Upon receipt of the PRR, and a signed original DD 884, copies of the PCS orders, and a copy of the overseas area commander's entry approval of dependents, if required, and overseas screening, if required, and after dependents' passports have been issued by the Department of States, the NAVPTO will confirm travel arrangements by issuing a port call. Names and social security numbers of the dependents will be listed on the port call. Dependents' travel arrangements

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must be confirmed before travel may begin. Dependents should not, under any circumstances, proceed to the APOE for transportation until all required documentation has been issued, that is, port call, no-fee passport(s), as required and transportation documents (airline tickets, travelope with copies of orders and port call).

1. Dependents traveling without sponsor. When dependents are traveling subsequent to or separately from their sponsor to an overseas location, the following procedures will be used.

(1) Forwarding of documentation to the NAVPTO. The PERSUPPDET will ensure that the entry approval (if applicable), a properly completed DD 884, a copy of the member's orders, and a DD 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa (when required) are forwarded to the NAVPTO. Whenever possible, this should be done in conjunction with the submission of the PRR for the sponsoring member.

(2) Travel case file. Prior to the member's detachment the NAVPTO which issues the sponsoring member's port call will ensure that a complete travel case file is developed for all dependents who will be traveling separately from the member. The file must include the member's orders, a copy of the dependent entry denial, if appropriate, DD 884 and all documentation required for obtaining passports, when appropriate. When required, the no-fee passports for dependents will be obtained as soon as possible and held in the dependent's file. In cases involving transportation from CONUS to overseas, passports will not be given to dependents prior to entry approval being granted.

(3) Advice to sponsoring member. The sponsoring member will be advised prior to detachment that dependent entry approval, when granted, and a PRR should be submitted by his or her overseas supporting PERSUPPDET to the NAVPTO that is retaining the dependents' file, since that NAVPTO will arrange for dependents' subsequent travel. This information should also be included as an endorsement on the member's travel orders. A reliable address and telephone number of the dependents will be retained in the file.

(4) Arranging transportation. Upon receipt of dependent entry approval and a PRR from the sponsor's overseas supporting

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PERSUPPDET, the NAVPTO holding the dependents' travel file will arrange transportation, issue a port call and provide no-fee passports to dependents. Names of the dependents will be listed on the port call. If dependents have moved to a designated place, the port call, passports and transportation documents will be mailed to that location. Transportation documents and passports should not be provided separately unless absolutely necessary.

(5) Member obtains entitlement for dependent overseas travel subsequent to travel. If a member obtains an entitlement to travel of dependents to the overseas location after reporting to the overseas duty station, the overseas supporting PERSUPPDET should forward all required documentation (PRR, DD 884, copies of PCS orders, dependent entry approval, and DD 1056 (Authorization to Apply for "No Fee" Passport and/or Request for Visa) (if required) and other pertinent documents) to the NAVPTO nearest the location of the dependents.

m. Restrictions for pregnant women, infants, and young children

(1) Aboard AMC aircraft. Refer to reference (f).

(2) Aboard commercial aircraft. Women in the first 8 months of pregnancy will be accepted for commercial air transportation. Women in the ninth month of pregnancy must present an obstetrician's certificate in triplicate dated within 72 hours (preferably 24 hours) of departure time stating that the woman has been examined and found physically fit for air travel from (place) to (place) on (date) and that the tentative date of the child's birth is (date). Questionable cases will be referred to a medical examiner for decision. Infants under 10 days of age are not accepted for air transportation. Individual airlines should be contacted regarding their policy on the movement of unaccompanied young children.

n. Instructions for temporary additional duty travel (TAD/TDY/TEMADD). As soon as the itinerary of temporary duty Navy-sponsored travelers is known, commands where the travelers are originating are required immediately to:

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(1) Submit the transportation requirements, i.e., travel orders or PRR (see appendix A) to the supporting PERSUPPDET or NAVPTO for arrangement of transportation.

(2) Prepare DD 1056 when required and ensure that the traveler applies promptly for a no-fee passport and/or visa from the supporting PERSUPPDET/NAVPTO.

o. Travel at no expense to the government. PRRs shall not be submitted for travel via AMC for personnel traveling on "authorizations" (permissive orders) which are to be executed at no cost to the government. Under certain restricted circumstances, these travelers may be eligible for AMC space available or be allowed to purchase AMC space required seats at personal expense. See paragraph 10 of this chapter and article 1810280 of reference (e), for current eligibility restrictions and related policy.

p. Travel chargeable to a member's pay account. Before arranging transportation subject to checkage of a member's pay account, transportation personnel should verify that the member was not traveling on prior orders. If prior orders are involved, the cost of transportation is charged against the fund cite on the orders and not to the member's pay account. See paragraph U7400 of reference (c) and articles 3430300 and 3430200 of reference (e).

(1) Deserters/Absentees

(a) PRRs shall be submitted to the servicing NAVPTO to ensure proper routing to the appropriate destination and compliance with border clearance requirements, when appropriate. PRRs shall clearly indicate that the member is traveling either in a disciplinary status under technical arrest orders (TAOs) or failed to report in compliance with funded (PCS/TEM DU/TEMADD) orders.

(b) When travel is under TAOs, it will be on a checkage basis through the preparation and distribution of DD 139, Pay Adjustment Authorization. Government air (Category B or M) at the non-DOD rate tariff will be used if available. If government air is not available, use economy class commercial

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air. The use of government discount fares, i.e., YMZ, YCA, is not authorized in connection with TAOs.

(2) Members on leave with insufficient funds

(a) A military member without sufficient funds to pay for transportation may be provided transportation subject to checkage. A PRR should be submitted to the servicing NAVPTO to ensure proper routing to the appropriate destination and compliance with border clearance requirements, when appropriate. The PRR shall clearly indicate that the member is without sufficient funds and traveling subject to pay checkage.

(b) If the member desires to be routed via government air, AMC Category B or M service at the non-DoD rate tariff will be provided. In this regard, AMC space available travel should be considered. When commercial air is arranged, the lowest appropriate fare should be obtained. While this type passenger is not eligible for YMZ or YCA fares, furlough fares, if airline tariff will permit, or any other applicable discount fares offered to the general public may be used.

q. Pet shipment procedures

(1) General policy. Refer to chapter 103, paragraph J2b(9) of reference (a). AMC provides for the shipment of up to two dogs or cats as part of the normal service to DoD-sponsored passengers on AMC Category B channels. Waivers are required to transport more than two dogs and cats. See subparagraph (4) below. The shipment of pets is at the owner's expense as there are no provisions for the government to pay costs associated with pet shipment. Detailed information on the shipment of pets is available from the supporting NAVPTO.

(2) Criteria for the use of AMC airlift service to ship pets.

(a) Pets are booked in the cargo area first. Once the cargo area is filled, a maximum of three pets are allowed in the passenger cabin with prior approval from HQ AMC (DONAR). All pets traveling in the passenger cabin will be in kennels not exceeding 20"L x 16"W x 8"H to allow comfortable stowage under

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the seat in front of the passenger. Pets are not permitted outside the kennel within the passenger cabin. TOs will submit a request to HQ AMC (DONAR) via fax (DSN: 576-2807) or E-mail (donr@hqamc.safb.af.mil) to transport pet in the passenger cabin. HQ AMC (DONAR) will advise of the approval/disapproval of the request for movement of a pet in the passenger cabin. The approved pet allocation for movement of the pet in the passenger cabin will not be shown in the reservation system. The TO must provide the pet owner with a copy of the approval. If extra space is available in the cargo area at the time of the Category B flight, the carrier representative has authority to move some or all of the passenger cabin pets into the cargo area.

(b) Passengers will provide their own shipping containers which have been approved by the International Air Transport Association.

(c) The passenger is responsible for complying with required host country documentation, immunization, and border clearance requirements for the pet.

(d) A DD 2208, Rabies Vaccination Certificate (or civilian equivalent), must be presented as proof of ownership.

(e) AMC Pamphlet 24-104 dated 16 September 1996 provides traveler responsibilities regarding the shipment of pets. This pamphlet may be reproduced locally.

(3) Procedures for processing pet reservations. The following procedures apply to AMC Category B service:

(a) After reviewing the documentation in the preceding paragraph, the transportation officer will submit a PRR to AMC showing the number of pets, type and weight. Due to the limited number of pet spaces available, a travel performance period of 14 days must be provided.

(b) The AMC PRC will make the pet reservation and provide a computer-generated confirmation. The passenger list that AMC provides the carrier will identify passengers with confirmed pet reservations.

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(c) Once the transportation officer has received a confirmation of the PRR, the passenger will be briefed on all pertinent flight information and pet care instructions. The transportation officer should emphasize that the pet shipment fee is the responsibility of the passenger and should be paid directly to the commercial air carrier or AMC (Category B) at the time of check-in.

1. Pet shipment rate is based on the non-U.S. Government passenger rate tariff and the pet rate table specified in AFR 76-28 (NOTAL). Pets and their containers with a combined weight up to 70 lbs will be charged as one piece, 71 lbs to 99 lbs will be charged as two pieces. These rates will apply regardless of the number of pets in the container.

2. Travel documents will reflect "PET PRE-LODGED WITH CARRIER" in the remarks section (NAVPTO responsibility).

(d) The not-later-than show time for passengers with pets is 2 hours prior to scheduled departure. However, passengers shipping pets to the United Kingdom should allow themselves an additional hour (at least 3 hours prior to departure) because of the United Kingdom requirement that pets be shipped as cargo.

(4) Only the number of dogs/cats to be shipped is waivable. Request for waivers will be submitted to Headquarters, AMC via Email - scottprc@hqamc.scott.af.mil, fax - com1 618-256/DSN 576-2807/8600 or message - HQ AMC SCOTT AFB IL//DONR//annotated FOR OFFICIAL USE ONLY by the servicing NAVPTO responsible for making the passenger reservation not later than 30-days prior to travel containing the following information:

(a) Name and SSN of traveler.

(b) Flight information, i.e., mission number, travel date, APOE and APOD.

(c) type of pet (cat/dog).

(d) Total number of pets traveling with passenger.

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(e) Weight of each pet, including cage.

(f) Size and type of cage for in cabin requests.

(5) Seeing eye dogs and military working dogs.

(a) Seeing eye dogs. Refer to chapter 103, paragraph F2 of reference (a).

(b) Military working dogs (MWD). Refer to chapter 103, paragraph F2 of reference (a). The primary mode of transportation should be on military aircraft, i.e., Category M. When the dog handler is accompanied by family members they will be moved via commercial air.

1. Category B airlift will be used as a last resort so as not to displace limited pet spaces. If category B airlift must be utilized, approval is required from HQ AMC/DONR. MWD handlers are required to escort and attend MWD movement via AMC aircraft.

2. When shipping MWDs via military aircraft (Category M) submit request for the dog handler and MWD to the PRC, who in turn will make the necessary space block on a military aircraft. The handler should report with the MWD to the air freight terminal at the AMC aerial port with the required documentation, i.e., Transportation Control and Movement Document (TCMD), no later than 3 hours prior to flight departure.

3. The MWD will be manifested as cargo and the handler should report with the MWD to the air freight terminal at the AMC aerial port with the required documentation, i.e., Transportation Control and Movement Document (TCMD), no later than 3 hours prior to flight departure.

5. Travel of Department of Defense Dependent Schools (DODDS) Employees

a. Renewal agreement travel for DODDS employees. The individual Services are responsible for arranging transportation for all new DODDS employees. However, Headquarters, MTMC is normally responsible for arranging port calls for travel back to overseas locations for DODDS personnel on renewal agreement

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travel. However, this does not preclude the overseas NAVPTO/PCP from providing round-trip transportation when applicable. The following procedures apply.

(1) As soon as the return travel date is established, the teacher will forward by mail two copies of travel orders and any amendments to the Commander, Military Traffic Management Command, Attention OP-T-C-P, 5611 Columbia Pike, Falls Church, VA 22041-5050, with a cover letter marked FOUO containing the following information:

(2) Availability date (a 7-day request window is necessary).

(3) Report date to duty station.

(4) Number of travelers.

(5) CONUS contact address and telephone number.

(6) Sponsor's social security number.

(7) If any family member will be traveling on a different schedule, furnish information as indicated in subparagraphs (2) through (5).

b. If port call assistance is necessary, call MTMC, DSN 761-6180 or commercial collect station-to-station 703-681-6180 between 0800 and 1615 Monday through Friday. Collect calls from outside CONUS will not be accepted.

c. Prior to departure from the overseas area, orders should authorize TDY, permissive TDY, and delays en route. If the employee requests a delay en route overseas, he or she must pay additional costs through a cash collection voucher and must have the orders amended prior to departing the overseas duty station.

d. The overseas NAVPTO/PERSUPPDET should arrange transportation to the final destination, e.g., AMC to the appropriate CONUS APOD and onward commercial transportation to the authorized destination.

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e. Employees visiting areas that are not in close proximity to a military installation should be encouraged to procure open travel documents for their return trip.

6. Use of Chartered Air Taxi Service, and Rented, Aero Club and Fly-it-Yourself aircraft

a. Chartered Air Taxi Service. See chapter 103, paragraph C4 of reference (a).

(1) Hiring restrictions. Hiring of an aircraft under this section for single flights between two or more points may be accomplished only if arrangements are made by an authorized transportation officer.

(2) Actions prior to authorization/approval. Before authorizing the procurement of chartered air taxi service or approving any reimbursement in conjunction with the use of this service, the commanding officer or other authority delegated responsibility for authorizing or approving travel must determine that this method of travel is essential to the accomplishment of the mission or is the most cost-effective method of satisfying the movement requirement. The cost-effective determination must be certified by the servicing NAVPTO transportation officer in the form of an order endorsement.

(3) Once authorized by the commanding officer or other delegated authority, TOs may arrange for air taxi service by contacting a DoD-approved air carrier. Air carriers are approved for DoD by the DoD Survey and Analysis Office and the list of approved carriers is distributed by MTMC. Current lists may be obtained from CNO (N413B).

(4) Report of Service provided. Refer to chapter 103, paragraph C4 of reference (a). TOs will ensure a report of service is forwarded to MTMC using a DD 1341.

b. Aero Club Aircraft

(1) Aero club aircraft owned or government-loaned aircraft may be authorized or approved in connection with official travel, only when determined to be more advantageous to the government and so stated in the travel orders. Travel via

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aero club-owned and/or government-loaned aircraft constitutes travel in a government conveyance.

(2) See paragraph U3210 of reference (c) and paragraph C2053 of reference (d) for entitlement application. Reimbursement is limited in accordance with those references.

(3) Orders authorizing or approving the use of aero club-owned or Government-loaned aircraft will contain the statement "TRAVEL BY AERO CLUB AIRCRAFT IS AUTHORIZED/APPROVED AT THE REQUEST OF THE INDIVIDUAL TRAVELER FOR HIS/HER CONVENIENCE AND HAS BEEN DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT."

c. Fly-It Yourself Rental

(1) General policy. Navy TOs shall determine, in conjunction with the order issuing authority, that travel by this mode is essential to accomplishment of the mission (reason for mission essentially must be specifically stated) or is the most cost-effective method of satisfying the movement requirement. This determination will be made prior to the writing of the orders, will be included in the orders, and the orders will be so endorsed by the transportation officer or a designated representative. After such endorsement, the traveler may make final arrangements for the aircraft rental.

(2) Payment. The traveler pays all charges and is reimbursed as appropriate. Expenses of \$75.00 or more must be supported by receipts.

7. Traveler Assistance at Aerial Ports of Embarkation

a. AMC Customer Service Branch (CSB). CSBs are located at primary commercial CONUS gateways for the purpose of providing assistance to DoD-sponsored travelers transiting the air terminal. See appendix D of this chapter.

(1) CSB responsibility includes:

(a) Assist all DoD-sponsored travelers stranded at commercial gateways with onward transportation and, if required, arrange overnight accommodations, reservations and information.

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(b) Provide referral services to appropriate agencies for those passengers requiring assistance in resolving problems beyond the control of the CSB (privately-owned vehicle pickup or delivery, medical, financial, or other administrative or personnel assistance).

(c) Provide government, government procured and cost charge transportation required for the onward movement of passengers.

b. Navy air terminals servicing AMC Category B missions. Similar travel assistance is provided at these locations.

8. Special Assignment Airlift Missions (SAAMs) for passengers

a. See reference Chapter 103, appendix C of reference (a) and reference (i) on detailed instructions and procedures for requesting and obtaining SAAMs.

b. Validators (see appendix K of reference (a)) act as the focal point for SAAM request for the user. Requirements are forwarded from the user through the validator, who will approve or deny the request. If approved, request will be forwarded to AMC for processing. Disapproved requests will be returned to the user addressing rationale and alternate options for movement of personnel.

c. All requirements for passenger SAAMs originating or terminating within the CONUS or Hawaii/Alaska will be submitted to CNO (N413B) for validation. All requirements for cargo or cargo and passenger combination SAAMs that originate or terminate within CONUS or Hawaii/Alaska will be submitted to NAVTRANSSUPCEN (Code 03) for validation with information copy to CNO (N413B). Requirements for combination passenger and cargo SAAMs originating or terminating within CONUS or Hawaii/Alaska (including unit moves) will be submitted to CNO (N413B) for validation with information copy to NAVTRANSSUPPCEN (CODE 3).

d. The priorities assigned to SAAMs are extracted from JCS Publication 15 (NOTAL) and are provided in appendix B of reference (a). It is CNO's (N413B) responsibility of to validate the SAAM request and assign the priority assigned by the

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requesting command. Normally, the priority of 3A2 should be assigned to all SAAMS except training deployments which are assigned the priority of 4A1. All higher priorities are reserved for mobilization and JCS exercises.

e. Because of their expense, SAAMS should not be requested until all other means of transportation and routing options, such as Navy organic, AMC channel or commercial airlift, have been exhausted. Additionally, before submitting a SAAM request, the requester must ensure that funding has been authorized. There are four types of SAAMS.

(1) PCS SAAM. This type of SAAM may be used in the deployment of personnel and their dependents assigned to ship/mobile unit that is changing homeport. There may also be occasions when SAAMS may be effectively used to move large groups of PCS personnel when AMC channel airlift service will not satisfy requirements.

(2) Emergency SAAM. This type of SAAM is normally requested within 72 hours of operations which support bona fide humanitarian requirements or lifesaving missions and can only be requested by an officer with the rank of O-6 and above.

(3) Rapid Reaction SAAM. This type of SAAM is a critically-needed SAAM requested within 72 hours of operation that does not meet emergency SAAM criteria but is necessary to support a JCS alert, an execution requirement, or an operational necessity requiring extraordinary response.

(4) Short notice SAAM. This type of SAAM is one requested 4 to 10 days before the required day of operation.

9. Forecasting passenger space requirements for Air Mobility Command (AMC) Channels

a. See chapter 103, paragraph K of reference (a).

b. Forecast of the number of passengers to move via AMC airlift is necessary for the purpose of accurate budgeting and scheduling. In order to ensure the availability of the appropriate number of military aircraft and to obtain funding for

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commercial contract space, total DoD passenger airlift requirements must be consolidated and assessed.

c. CNO (N413B) is responsible for reporting overseas passenger airlift requirements for the Navy. This involves collecting Navy-sponsored passenger airlift requirements, reviewing them, particularly with regards to cost, and per reference (a), providing a consolidated submission to AMC Headquarters.

d. Responsible commands, listed in appendix E of this chapter, will designate reporting activities and ensure that airlift space forecasts for channel movement of Navy-sponsored passengers from and within their geographical area of responsibility are properly submitted to CNO (N413B). Responsible commands/activities must consider any area condition, situation, or programmed event which would impact on normal routing patterns and passenger requirements.

e. Format and frequency for forecasting passenger requirements are specified in appendix M of reference (a). The fiscal year forecasts of passenger space requirements should be submitted by channel for each quarter of the FY, not by category of passenger. The FY requirements for a channel will be obtained by the requirement of an average month for each quarter of the FY.

10. Space available travel on DoD-Owned or-Controlled Aircraft

a. Chapter 6 of reference (f) addresses policy, procedures, eligibility, categories of travel and priority of passenger movement pertaining to space available travel.

b. Individuals Pending Separation for Cause (Appellate Leave). Navy personnel in a leave status pending separation for cause (appellate leave) are not eligible for space available travel. Navy personnel on appellate leave have identification cards over stamped "APPELLATE LEAVE" and the leave category described in the member's leave authorization. See article 3420280 of reference (d).

c. Space available travel for dependents in conjunction with a bona fide family emergency. Dependent space available travel

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in conjunction with family emergencies is addressed in chapter 6 of reference (f). This instruction authorizes the use of AMC, Category ONE, space available travel between CONUS and overseas areas and within and between overseas areas in conjunction with a bona fide family emergency connected with the serious illness, death, or impending death of a member of their immediate family when no emergency leave entitlement exists. The term "immediate family" for this purpose includes the dependent's or spouse's father, mother, person standing loco parentis, spouse, children, brother, sister, or only living relative. This definition allows dependents to travel for a bona fide emergency on either side of the family. The option to use AMC space required travel on a cash reimbursable basis (payable from personal funds) is an authorized option. A sample of authorization for the dependents to travel AMC space available, Category ONE, is shown in appendix F of this chapter. The commanding officer may obtain AMC flight schedules and the general seat availability by contacting the servicing NAVPTO.

d. Sponsor Stationed Outside CONUS

(1) Command-sponsored Dependents. See paragraph 20 of chapter 2 regarding funded emergency travel from a location outside CONUS to the United States, Hawaii, Alaska, Puerto Rico, or possessions of the United States. This means of transportation should be used for this type of travel unless circumstances dictate otherwise.

(2) Individually-sponsored Dependents. Individually-sponsored dependents of active duty members of the military departments and the U.S. Coast Guard stationed outside CONUS are permitted AMC space available transportation, Category ONE, under the conditions specified in the preceding subparagraph, from an appropriate APOE overseas to CONUS, Alaska, or Hawaii only. The use of AMC space available or space required transportation to return individually sponsored dependents to an overseas area where the sponsor is stationed is not authorized.

e. Cash-reimbursable option for AMC travel

(1) Certain categories of passengers who are eligible for space available transportation aboard AMC are also eligible to

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travel space required (thus obtaining reserved seating) by reimbursing AMC the cost of the established fare (U.S. Government Airlift Rates (AFR 76-11)) (NOTAL). See reference (f).

(2) Eligible AMC passengers who elect to purchase space required travel for AMC have the option to request advance reservations upon payment for travel, or delay selection until arrival at the AMC terminal. Advance reservations require that payment for travel be made prior to requesting a AMC reservation. Travelers who elect space required travel after arrival at the AMC terminal should pay by check or money order payable to the U.S. Treasury, rather than cash, whenever possible. There may not be cash collection facilities at commercial terminals. Passengers may have to travel to a nearby military installation to pay for the AMC travel.

(3) Passengers who have been entered into the AMC space available system may change their status to space required. Passengers changing their status will not be considered for flights being processed when their status was changed.

(4) Passengers who have purchased space required travel will not be permitted to travel space available. If a person inadvertently or purposefully requests both space required and space available travel, the movement will be considered space required, reimbursable by the traveler.

(5) Individuals who purchase a reserved seat under these procedures and do not travel will be reimbursed for the full amount paid upon submission of a receipted copy of the DD 1131, Cash Collection Voucher. See NAVCOMPT Manual, Volume 4, Chapter 3, paragraph 043136.

f. Exceptions to transportation policy regarding space available travel under chapter 10 of reference (f) should be submitted to CNO (N413B). All space available exceptions must provide the following information:

(1) Rank/grade, name and social security number of sponsor.

(2) Verification of financial status and efforts made to obtain funds to perform personal travel using commercial

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transportation. Exception to the space available travel policy will not normally be granted solely because commercial air is expense.